King County	Department of Adult and Juvenile Detention ALL Divisions General Policy Manual	
	Chapter 3 **Safety and Emergency Procedures**	
3.01.009, Safety Committee	Approved By:	Director Allen Nance
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Purpose
To have in place an established committee to oversee questions of safety for the department.

Policy
It is the policy of the department to maintain compliance with the Washington State Industrial Safety and Health Act (WISHA), which requires an employer to hold regular safety meetings. At least fifty percent of the committee shall be composed of members elected by employee vote, with the balance of the committee appointed by management.

References
King County Accident Prevention Program: Safety Policies & Procedures Appendix 3, "Safety Committee Purpose and Duties."
WAC 296-800-130, 13020 (Safety Committees)

A. General Guidelines

1. The Safety Committee normally meets on a monthly basis at alternating sites or remotely via electronic means (i.e., Microsoft Teams). Meeting times and locations should be determined by committee consensus. If unable to attend, members are required to arrange for an alternate to attend.
2. The Safety Committee reviews and adopts the minutes from the previous meeting.
3. General elections for membership will be held at least annually. Only those elected employees and members appointed by management shall have voting rights on the Safety Committee, unless this group votes to extend voting rights to other attendees for a specific election.
4. The term of employee elected members is one year.
5. There is no limit to the number of terms a representative may serve.
6. Elections for chair and secretary are from the existing committee membership.
    a. Elections for chair are held each year in June.
        1) If there are no volunteers to serve as chairperson, department senior management will appoint a chairperson.
    b. Elections for secretary are held each year in July or as determined by the committee.
    c. WISHA does not restrict the number of elected terms that committee officers may serve.

7. If there is an employee-elected vacancy, a new member must be elected prior to the next scheduled meeting.

B. Composition of Committee

1. Department Management Appointed Positions

a. Department Administration representative (normally the division director or designee of the division hosting the meeting)
b. CCD Administration representative
c. CCFJC Administration representative or designee
d. Maintenance and Supply sergeant – Seattle Division
e. Maintenance and Supply sergeant – Kent Division
f. Kitchen Services
g. Department occupational health nurse(s)
h. Jail Health Services infection control practitioner

2. Elected Employee Positions

a. Corrections Guild - one representative and one alternate from the Seattle Division.
b. Corrections Guild - one representative and one alternate from the Kent Division.
c. Juvenile Detention Officer's Guild – one representative and one alternate.
d. WSCCCE, Local 21-AD - one representative and one alternate.
e. Public Safety Employees Union, Local 519 - one representative and one alternate.
f. Juvenile Detention Supervisor's, AFSCME Council 2 Local 2084-S – one representative and one alternate.
g. Jail Health Services - one representative and one alternate.
h. Washington State Nurses Association, CCFJC – one representative and one alternate.

3. Other Invited Groups

a. King County Safety and Claims Management.
b. Automated Fingerprint Identification System Technicians, Seattle and Kent Divisions.
c. Department of Executive Services, Facilities Management Division.
d. Other interested individuals or groups that are employed at the Seattle, Kent, or Juvenile divisions.
e. Facility commander/Division director of the facility hosting the safety committee meeting.

C. Duties and Responsibilities

1. The chair shall:
   a. Facilitate meetings.
   b. Publish and distribute the monthly meeting agenda and follow-up.
   c. Maintain a file for the minutes and agendas.
   d. Review and revise the draft meeting minutes prior to Safety Committee acceptance of the minutes.
   e. Facilitate annual elections.
   f. Communicate or delegate communications of committee concerns, recommendations, and proposals to appropriate parties.
2. The secretary shall:
   a. Record and distribute meeting minutes, which shall include, but not be limited to the following:
      1) Attendance.
      2) Topics discussed.
      3) Action items delineated.
   b. Post a copy of the meeting minutes, or a summary, on the employees' safety bulletin board at each facility.
   c. Forward a copy of all meeting minutes to the King County Safety and Claims

Management office.

d. Preserve the minutes for one year.

3. Committee members shall:
   a. Maintain safety bulletin boards at each facility.
   b. Collect safety suggestions to discuss at the next committee meeting.
   c. Volunteer for action items or special projects.
   d. Conduct and/or arrange for safety inspections of work sites.
   e. Review safety and health inspection reports to help correct safety hazards.
   f. Evaluate any accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
   g. Evaluate the workplace accident and illness prevention program and discuss recommendations for improvement.